

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: CSBG Providers

FROM: Lloyd Throne

A handwritten signature in cursive script that reads 'Lloyd Throne'.

DATE: November 3, 2006

SUBJECT: Assessment Tool

We are pleased to announce the release of the new CSBG Assessment Tool. This tool would not be a reality without the creativity and dedication of the members of the Blue Ribbon Task Force. Their commitment to developing an innovative yet practical approach to improving our performance and our ability to talk about our successes shows in the product produced. We would like to recognize the following Blue Ribbon Task Force individuals for their tireless work on this project and their dedication to making a difference in the lives of the poor.

Carolyn Rose – Community Services Employment training (CSET)
Diane Shakoor – Community Action Agency of San Mateo, Inc.
Michael Micciche – California Human Development (CHD)
Cheryl Hagen – Glenn County Human Resource Agency
Al Prince – Contra Costa County Community Services Department
Rowena Concepcion – Community Action Partnership of San Bernardino County
Clarence “Buddy” Ray – Community Action Partnership of Orange County
Ralph Martinez – Community Action Partnership of Kern

The CSBG Blue Ribbon Task Force was created to assist the Department with the development of a self-assessment tool that will assess the effectiveness of CSBG providers and improve the Department’s ability to document the strengths and challenges of the CSBG Network in the State. We do not view our review of the assessment tool as a compliance function. Rather, we see your completion of and our review of your self-assessment as a way to proactively and cooperatively identify and share best practices and create action plans to improve weaknesses. The tool is intended to “take the pulse” of your organization and share what’s working well and fix what isn’t working so well. CSD is committed to working with the Network to assist every agency in strengthening their services to the low-income populations.

Enclosed in this packet you will find several documents:

- Introduction letter from the Task Force
- Instructions on the use of the tool
- Sample page
- Full Assessment Tool

CSD is committed to working collaboratively with the entire Network to continue to develop this tool. While the use of the self-assessment tool will become a requirement as part of the 2008 Contract, it will be provided for voluntary completion following the monitoring visit performed by the Department during the 2007 calendar year. Throughout 2007, we will be soliciting input and feedback regarding the value and workability of the tool.

Please take some time to review the self-assessment tool and provide comments to atwitchell@csd.ca.gov

We appreciate your cooperation and look forward to working together in striving towards excellence.